Personnel Service Center (PSC) Topeka, KS Advancements Newsletter

Issue #7, March 2005

Welcome to the LATEST edition of the Advancements Newsletter. Our continuing goal is to provide information to our readers on the Coast Guard's Advancements and Enlisted Employee Review (EER) systems.

ADV on the WEB: http://cgweb.uscg.mil/g-w/psc/adv.htm

Topics

- Early Authorization and Supplemental Message Update
- May 2005 SWE Update
- Course and EPQ Requirements for Upcoming SWE's
- EER System Changes
- SWE Testing and Supplemental Numbers & FY 2004 EPAA/ ERAA Stats
- The Quarterdeck
- Here's Your Servicewide Exams!
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Early Authorization and Supplemental Message Update

Current References:
Active Duty: ALCOAST 018/05
Reserve: ALCOAST 103/05

There is new message guidance for placement on the Active/Reserve Supplemental Advancement Eligibility Lists, so ensure you follow the procedures outlined in each message. Active Duty personnel must be placed on Active Duty lists and Reserve Personnel including Reserve personnel on EAD or Title 10 Orders must be placed on Reserve lists. ALCOAST 366/02, states Reservists shall compete with the Reserve Component. Ensure your request messages indicate the correct list for placement of Active or Reserve personnel. Any request message received for placement on an incorrect list will be rejected and must be re-submitted with corrections.

We've been receiving questions from the field about removing personnel currently placed on supplemental lists that have not completed the new E-PME system. ALCOAST 018/05 and ALCOAST 103/05 both state the new E-PME system applies to personnel added to the Supplemental lists **on or after** 1 May 2005. We will not be removing personnel added to any supplemental list prior to the requirement date of 1 May 2005 solely because they did not complete the E-PME system.

Please continue to perform a five working day follow up for each Supplemental Advancement request message you send to PSC (adv). PSC (adv) will always provide a message reply for each request received within five working days. Don't wait until it's too late. If you don't see a reply message, call PSC (adv) (785) 339-3410 or e-mail PSC-ADV. As a reminder, we only update the website listings once a month on or about the 10th.

May 2005 SWE Update

Member responsibilities:
- The member is "Solely" responsible to review all PDE data for accuracy.
- The member's failure to report and verify PDE corrections may result in not eligible status for SWE or loss of points in final multiple.
- PDEs were mailed out and available online in Direct- Access on 01 Mar 05.
- Deadline date for PDE corrections is 01 Apr 05.
- Waivers of PDE correction deadline are only considered for documented operational or personal emergencies that prevented compliance.

Command Responsibilities:
- Command failure to provide required admin support is not justification for PDE correction deadline waivers regardless if "No Fault of Member".
- 01 Feb 05 was the last day for CO to change advancement recommendation from not recommended to recommended on latest EER.

Miscellaneous information:
- SWE EER's may not be submitted solely to change advancement recommendation.
- The CO recommendation in place on 1 Feb 05 determines eligibility for May 05 SWE.
- The Approving Official who issued the recommendation must approve any changes to it.
- The May 05 SWE first exam where surf duty points will be credited to eligible BM (ALCOAST 153/04)
- Refer all SWE questions to PSC (ADV) by phone 785 339-3400 or email "PSC-ADV".

Course and EPQ requirements for upcoming SWE's

The correspondence course and Performance Qualifications Standards have undergone many changes this past year. To ensure that you have the right qualifications in 2005, review the below references. The below chart is provided to help you understand some of the current acronyms being used.

Current References:
ALCOAST 203/04; NEW ENLISTED PERFORMANCE QUALS FOR DC,FS,HS,PA & YN
ALCOAST 224/04; OS2 PERFORMANCE QUALIFICATION GUIDE RATING COURSE
ALCOAST 385/04; NEW SK RATING COURSES
ALCOAST 445/04; NEW PORT SECURITY SPECIALIST (PS) RATING COURSES
ALCOAST 468/04; ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) STATUS
ALCOAST 475/04; NEW DC3 RATING COURSE

Current Acronym	Long Title	Description	Prior Acronym(s) & Notes
Rating Course	Rating Course	A correspondence course provided by the CG Institute, which trains a member in rating specific knowledge. . Members are required (unless waived) to complete the rating course and exam to qualify for advancement to the next grade.	Note: The YN3 rating course is available in an online version through TRACEN Petaluma.
PQG	Performance Qualification Guide	A correspondence course provided by the CG Institute, which is written in the new PQG format. This course trains a member in rating specific knowledge. It combines distance learning and OJT by embedding EPQ's within the course material. PQG's will replace Rating Courses as they are developed.	Formerly "Rating Course".
E-PME	Enlisted Performance Military Education	A general military requirements course provided by the CG Institute. Members are required (unless waived) to complete the E-PME course and exam to qualify for advancement to the next grade. E-PME's replaces the old MRN Courses.	Formerly "MRN Course" (Military Requirements)
EOCT	End Of Course Test	The test given to measure a member's retention of information contained in their Rating or PQG Course provided by the Institute.	
AQE	Advancement Qualification Exam	The test given to measure a member's retention of information contained in their E-PME Course provided by the Institute.	Formerly "MRN EOCT"
EPQ	Enlisted Performance Qualifications	A printed list of qualifications, which a member must complete and have signed off by a senior member to advance.	Formerly "PRACS" (Practical Factors), "PBQ" (Performance Based Qualifications)

EER System Changes
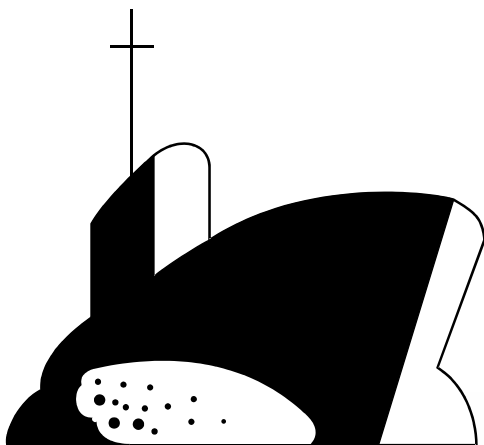
Employee Review Privacy Enhancement

Estimated on-line date for this change to the EER system is July 2005.

What is the Change? "Initiate EER" will take the place of the breadcrumbs (Develop Workforce>Plan Careers>Use>Employee Review). The initiate process places EER's on a worklist. To access, commands will go "Self Service>Self Service for Commands>Initiate EER."

How it will work! You will input your department ID and desired paygrade. From here you will get a list of names of members at your command as well as their last EER including whether a member has one in process or if it's been approved.

- You will enter the Emplid for the desired supervisor or worklist and click the names of the members you wish to create EER's for and send EER's to.
- You will click Execute and an email with a link will be sent to the supervisor informing him/her that an EER has been initiated and is in their worklist.
- The supervisor clicks the link and is transported to his/her worklist, from here you will click the name of the member you wish to begin an EER on.

   This will take the supervisor to the Employee Review Page, where they can approve or update the EER. The person who initiated the EER will also receive an email, which contains a link to the "Manage EER" page. This page will allow you to view the status of initiated reviews through the Process Monitor, initiate additional reviews through Initiate Employee Review, or run queries for your unit regarding the status of member's EER's at your unit. To get a preview of the change , the "Initiate EER" tutorial is already online on the PSC website.

Positive Enhancements - You will only be able to view an EER if it is on your worklist, eliminating member's without a need to know, access to marks. It will also eliminate the supervisor's ability to "accidentally" enter a set of marks on the wrong guy (ie: entering Marks for John Smith in San Diego instead of John Smith in Topeka). Bottom line: Increased Privacy.

- Tracking of EER's— This will be available for the first time. You will be able to track the completion of EER's at your unit and enable you to view who's worklist currently has an incomplete EER.
- Quick information— When intiating EER's for rates at your unit, you will be able to view the date of member's last EER (this includes if member still has an EER "in process") before initiating a new set. This will make it easier for commands to determine whether or not a new EER is needed.

Noticeable Differences. Member Counseling Reports. You will no longer be able to print counseling reports after "Final" and "Submit" has been completed. Counseling reports will need to be printed prior to completing a set of marks. The reason is because worklist item is removed after "Final' has been hit.

Some Questions.
- What will happen when an EER is accidentally lost off of my worklist or if a supervisor is on leave? A call or email to Customer Care will have to be made to ask that the item be moved from one worklist to another.
- What happens if I forget to print a member's counseling report after I hit "final" / "submit"? An email or phone call will have to be made to PSC-ADV in order to get a counseling report.
- Is the EER itself going to be any different? No. The EER is still going to be the same just the method in getting the EER has changed.
- Has anything been done to help the afloat or liason units with the connectivity issues of approving a lot of EER's at once? Yes, a new method for certain units will become available. It is called Employee Review Queue and it will allow the CO/Approving Official to approve multiple EER's at once. Directions for this are not yet available and it has not been determined what User Roles will have this type of access.
- If an EER is already "in process" on one individual can I start another EER on that same individual? No. The system will only allow you to work on one set of EVALS at a time on that individual. If you attempt to start more than one EER at a time you will receive an error.

SWE Testing and Supplemental Numbers & FY 2004 EPAA/ERAA Stats

2004 Reserve SWE Eligibility
Number Not Eligible: 3829
Mailed 1815 tests, of which 550 (30%) were not administered and returned (RNA)
Number Tested: 1265

2004 November SWE Eligibility
Number Not Eligible: 3209
Mailed 2773 tests, of which 659 (24%) were not administered and returned (RNA)
Number Tested: 2114

Supplemental/Striker Requests Processing Rates
Requests Processed: 3407
Requests Approved: 2955
Requests Rejected: 398 (11.7%)
Number one reason for Supplemental/ Striker Requests being rejected was missing EER's (4.7%).

FY 2004 EPAA/ERAA Stats Advancement MSGS

Active—EPAA
Personnel listed on EPAA: 5423
49% came from SWE lists
42% came from Supplemental lists
8.8% came from Striker lists

Reserve—ERAA
Personnel listed on ERAA: 1527
79% came from SWE lists
18% came from Supplemental lists
3% came from Striker lists

Total—EPAA/ERAA
Personnel listed on lists: 6950
55% came from SWE lists
37% came from Supplemental lists
7% came from Striker lists

The Quarterdeck

Member Counseling Reports
Supervisors are strongly encouraged to print counseling reports BEFORE hitting "final" to submit the EER.

Returned Evaluations
Check the "comments" tab for reasons why your EER was returned. Subsequent or duplicated errors are returned with an accompanying e-mail outlining details and corrective action. Multiple errors earn a personal phone call.   Constant improvement in field level training has led to tremendous decreases in EER failures. Over 90% process with no errors or review.

Evaluation Reminder

Period Ending EER's for February
28 February 05 - E-1/E-2 All Members

Period Ending EER's for March
31 March 05 - E-4 All Members

Period Ending EER's for April
30 April 05 - E-5 All Members

Advancement Training via VTC
We are setup and ready to provide EER and advancement Video Teleconferencing(VTC) training to any units that might desire it. If your unit wants this training and has access to VTC all they need to do is send an e-mail to PSC-ADV stating the date/time and type of training desired. The email should include an alternate date/time in case of scheduling conflicts.

Message Traffic
Official messages are required to be sent to COGARD PSC TOPEKA KS//ADV// for:
        -SWE waiver request
        -SWE OPFAC changes
A common mistake is failing to list good points of contact on the message.
Email may be used if operational commitments prevent message traffic usage.

PSC-ADV Hard at Work on Your SWE!!

Mrs. Cunningham and Ms. McInnes busy verifying SWE's in the SWE Locker.

Assistant Branch Chief Mr. Doug Rose working on SWE's and PDE's.

Master Chief Stone working on your SWE waiver requests.

Q: Do Reservists on Extended Active Duty (EAD) get evaluated according to the reservists employee review submission schedule (ie; once a year) or do they get marked at the same time as active duty members?

A: Reservists on EAD get marked according to the active duty employee review submission schedule located in Chapter 10.B of the Personnel Manual. Commandant Instruction 1141.3A para 5.c.d, addresses this issue.

Q: I tried to enter an EER on one of my members. The marks were over a year old and I received an error, under the exceptions tab, informing me that submission is not possible. What must be done in order to get the old marks put into Direct Access?

A: In order to make the marks active in Direct Access, a brief explanation will have to be emailed to PSC-ADV, explaining the circumstances surrounding the late entry. The email must be sent in from the Approving Official of the marks for the period in question. The email will be copied and pasted under the comments tab of the EER as documentation.

Q: My unit erroneously submitted an EER on one of our members. New information was obtained that has resulted in an increase in one of the marks given to the member. Can we get them sent back via Direct Access?

A: If it's been 7 days or less since the marks were submitted, the marks can be sent back to the last person to touch them. If it's been over 7 days, a memo will have to be submitted, IAW 10.B.11.b of the Personnel Manual, requesting the changes. An memo-email may also be submitted to PSC-ADV by the Approving Official, requesting the changes be made. A response will be provided once the changes are made.

Q: Can I go in and retrieve all of the comments attached to my old EER's?

A: Yes, follow the following breadcrumbs within Direct Access and click on the the yellow icon boxes next to the competencies which have comments provided next to them.

Home > Self Service > Employee > View > **My Employee Reviews**

*F*or more Questions and Answers plus past issues of our Newsletter check us out on the WEB:
http://cgweb.uscg.mil/g-w/psc/

Contact Information

Email: PSC-ADV
Phone: (785) 339-3400
FAX: (785) 339-3765

During SWE cycles we are planning on publishing the newsletter monthly.

*G*ot a Question regarding advancements, Evaluations, or Service-wide? **WE WANT TO HEAR FROM YOU!** Drop us a line at: PSC-ADV@hrsic.uscg.mil And we may answer your question in the next newsletter!